



**AWS ROCHESTER NEW YORK
Official 2008
Committee Chairperson's Package**

Modified: 2/09/08

By: Ed Maier

Mods:

Modification on January 21, 2008

Completely New instructions for use of new Mt. Rise Fellowship Hall

New parking instructions – use lower level parking lot

New nametag procedures

New storage – three (3) bins containing the baskets, dump buckets and carafes

Plus one table cover box -labeled with AWS LOG, stored at Mt. Rise

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“THE PRE-TASTING”

The pre-tasting is usually held two months prior to the tasting. It is usually held in the home of the chairman or other committee member.

The club makes a maximum allowance for the pre-tasting of \$60. This cost is then added to the cost of the tasting event. If more than one pre-tasting is held, there is no additional allocation from club funds for the second session.

All other pre-tasting costs are paid by the members of the tasting committee. Pre-tasting costs usually range from \$20 to \$60 per person.

Pre Tasting Responsibilities - Select 8 – 10 wines that will be served at the AWS meeting
Decide which wine will be the Entry Wine (usually a lower cost wine, as this service involves more bottles)
Determine foods to be served
Determine order of service
Plan the program
Assign committee responsibilities (see page 4)
Determine tasting expenses
Set the price for the AWS meeting

See checklist for pre-tasting ATTACHMENT VII
See sample budgeting forms in separate Excel document

Wine Selection

Result of pre-tasting will be 8 – 10 wines to be served at the tasting.
To determine this selection the committee will probably pre-taste 16-20 wines.
These wines are purchased by the committee chair or by other committee members.
The cost of the pre tasting is determined by dividing the cost of these wines by the number of committee members who are participating in the pre-tasting.

Food Selection

All AWS meetings are accompanied by some type of food service. This can be as simple as bread, cheese and/or sausage, or as elaborate as a full tasting comparison menu.

Order of Service

The committee decides the order and style in which the wines will be served.

Options include –

- Grouping wines in flights of 2 or 3 for comparison judging
- Single wines

Pre-tasting continued

Program

When wine decisions have been made, committee members are assigned to research vintages, winemaking methods, geography, winery history or other information related to the selected wines. It is advisable to develop a program that intersperses presentations with actual wine tasting to maintain group interest.

Ending the tasting by 10 PM allows some very important time for Chapter members to socialize and for the committee to have adequate time to clean the room, empty the trash and wash the glasses and have everyone leave the building before Midnight.

Committee Assignments

Flyer design and transmission to Secretaries
Budgeting, Banking, Reservations and Financial Reporting
Wine Purchasing
Design and purchasing of decorations and table supplies
Key pick-up at church and return to secretary's desk
Room set-up including tables, chairs and sound system
Bread and Cheese cutting and service
Other food service, as needed
Greeter and collector of reservations at door
Wine opening and pouring and greeting at entry wine table
Wine opening and pouring of flights
Presentations on wines
Meeting Room and Kitchen clean-up includes: breaking down tables and chairs and stacking them on carts, general room clean up including cleaning floors, emptying trash and removing wine bottles.
Glass washing
Building Closing

“BUDGETING”

****Note – Be sure that all committee members have a copy of the AWS not-for-profit organization tax exempt form for use when making any purchases and that all itemized receipts are submitted to the treasurer with the final report.***

WINE

The cost of the wine is the primary expense at any tasting. Budgeting for this expense is based on the following factors –

One bottle of wine will serve 24 people utilizing our 1 oz pour spouts.
Calculating a change in price after each 20 people is most realistic.
Doubling the amount of entry wine is required since this is consumed in larger quantities while people are awaiting the start of the chapter meeting.

Receipts must have the name of the wine, number of bottles purchased and price per bottle.

If wine availability is limited it will be necessary to limit participation. If wine is scarce it is advisable to purchase an additional bottle which can be sold to committee members or to participants. This may also be needed to replace corked or otherwise defective bottles of wine. It is sometimes possible to arrange with the wine shop to be able to return unused wines.

BREAD AND CHEESE

One pound of cheese will serve 8-10 people.

One baguette loaf of bread will serve 4 - 6 people.

Bread can be pre-sliced and cheese cut in cubes at some stores.

If cheese and bread require slicing it is best for the committee members to bring their own knives and cutting boards and allow enough time for food preparation if done at church. Otherwise, committee members can be “tied up” in the kitchen and unable to fully participate in and enjoy the chapter meeting

DECORATIONS AND PAPER PRODUCTS

Napkins, paper plates and tableware are needed for the food that is served with the tasting as well as for the appetizer table at the end of the meeting. Rattan plate holders and bread baskets are stored in one of the 3 AWS bins in the church storeroom, along with the box of white plastic table covering material.

Left over paper products and tableware must be taken away by the committee. These items are not to be stored at the church.

Flowers are not to be used as decorations because floral scents can interfere with the "nose" of the wines.

Note: See sample cost analysis in separate Excel format

“THE FLYER”

The flyer **must** have the AWS logo and letterhead prominently displayed in order for our insurance to cover the tasting. See attachment # VIII for logo and letterhead that can be adapted in size.

Flyers are transmitted to the Secretaries by email. The Secretaries send the flyers via email, to all members who have email addresses. The Flyer is posted on the Rochester AWS website by Jan Klapetsky, mailed to all members who do not have email addresses, and emailed to AWS national office.

Flyers are distributed to participants at the previous month's meeting.

Flyer content must include:

AWS LOGO

subject of the tasting

place

start time including time of entry wine service

date

cost per person

reservation deadline

name, address and phone number of person accepting reservations

parking and entrance location at the lower level

Map to church

note if the reservations are limited to a given number

reminder to members to bring appetizers and/or a bottle of wine for the after-tasting.

guest reservations are confirmed on the Wednesday prior to the meeting, if space is available.

Note: Flyer states that the sit-down tasting begins at 7:30 PM, but tasting of the entry wine will begin at 7:15 pm.

Exception - Tasting of the entry wine for the November tasting (Business meeting month) is at 7 pm with the business meeting starting at 7:15 pm and the tasting at 7:30 pm.

See Attachment XI for a copy of the map to Mt. Rise Church.

If print copies of the flyer are available, have them available as hand-outs at the prior month's tasting. If print copies are not available have someone from the committee make an announcement of the next month's meeting program.

If it is necessary to pay for copying, please take a copy of our tax-exempt certificate and give it to the clerk so we will not pay sales taxes. Save itemized receipts and give to the committee's designated Banker.

"THE GREETER"

Nametags are currently coordinated by the Barbara-Ann Mattle and Ed Maier, or their designee. The list of attendees is emailed to them on the Friday preceding the event. Tags are created for guests. Tags are brought to the meeting on trays for easy distribution. Lanyards are provided.

Tags and lanyards are returned to the trays and picked up by the Barbara-Ann and Ed or their designee after the meeting.

The entry table is placed opposite the entry door, inside the room. The person responsible for reservations will provides a list of participants.

Participant list will include the following information –

Alphabetical list of individuals attending

Indication of whether the individual is –

Member

New member

Committee member

Guest

Paid or Paying at the door

There should also be a space to indicate “no shows”. Individuals, who do not cancel their reservations prior to the tasting are billed for the tasting cost.

The trays for the tags and the hanger for the lanyards are left on the registration table so that members can return their tags and lanyards as they leave.

The List of attendees, guests and "no shows" is returned to the Banker. He or she will submit these lists to the Treasurer along with the Financial Tally and receipts.
See attachment II and III

"THE BANKER"

Receiving Reservations

Pre-payment confirms a reservation Make list of reservations that include the following information:

Members who have paid reservations
Members who will pay at the door
Guests who have paid reservations
Guests who will pay at the door
Guest sponsors
Committee members

See separate document in Excel

Arrange list in alphabetical order by last name.

Email list to Ed and Barbara-Ann, at mattlemaier@netacc.net, on the Friday evening prior to the meeting so that they can prepare the nametags.

Give a copy of the list to the greeter who will collect funds due and return the lists to you at the end of the tasting. Use this list to make your final report to the Treasurer and to send bills to anyone who made a reservation and did not notify you in advance of their absence.

1. The receipt of a check is the primary way to guarantee a reservation..
2. Late reservations may be accepted by phone if the reservation does not exceed the Number of participants for whom wine and food has been allocated.
3. Guest reservations may be accepted at any time but cannot be confirmed until the Wednesday prior to the meeting if there is a limit on the amount of wine available or meeting room space.

Collecting and Disbursing Money

Checks sent to secure reservations are made payable to the Banker and are deposited in that person's personal bank account. If checks are mistakenly made out to AWS, they are sent to the treasurer along with the final report and will be deposited by the chapter Treasurer in the chapter account.

Following the tasting – collect all original itemized receipts for expenses and issue reimbursement checks to the committee members.

One week following the tasting – submit financial report along with the detailed attendance sheets, a personal check for any profit realized from the event or a bill for any deficit incurred, along with the name and address of the person to whom reimbursement should be sent.

Send to Rich Hemmenway, Treasurer

1. Financial tally sheet
2. Check for balance or request for check to cover losses
3. Lists of members, guests paid reservations and funds due

Mt. Rise Fellowship Hall & Kitchen Use Instructions

Entry – Lower level

Visit the church between 9 am and 3 pm Monday-Friday and pick up the key from Elaine

Richane – 223-2433 mtriseucc@frontiernet.net Key opens all entry doors. If alarm is beeping, go immediately to keypad and disarm with our code see ATTCHMENT I on page 12.

Use key to Lower Level entry doors and the double doors at the Fellowship Hall Level.

Do not open Upper Level doors or turn on lights at that level except to engage the sound system

Locate allen wrench above the doorframe and use this to set the push-bar at the open position.

Do this on both the regular entry and handicapped doors. Elevator is available at entry level.

Park cars on the lower level outside the entry door..

There is a ramp to a side door for unloading items directly into the room. This door can be opened from inside the room. Do not use the key to enter through this door from outside as it is located at a good distance from the alarm pad and, in the event the system is armed, will set off the alarm. The door can be unlocked with the key but you must remember to re-lock it with the key before leaving.

Heat, Light, Restrooms

Thermostat is on side wall. Temp will be set at 58. Adjust to 65-70 immediately upon arrival to warm the room. Return to 58 when you leave. Light switches at entry and on hallways..

Restroom is located on the right side of the hallway across from Fellowship Hall entry door.

Security System:

The security system requires a code to deactivate on entry, or to deactivate if you stay beyond Midnight when it automatically resets itself. See ATTACHMENT I on page 12.

If leaving the building after Midnight, be sure to be standing next to the alarm box and to disarm the system when it beeps at Midnight and re-arm the system at departure from the building.

Leaving before Midnight makes this unnecessary.

Wireless Sound system instructions:

To start system, go to the Sanctuary:

1. Turn on both power strips behind the sound cabinet in the Sanctuary.
2. Move the second slider from the left up to the 0 point, about 3/4 to the top.
3. Turn on silver topped hand held mike (stored in bottom drawer inside cabinet).
There are two buttons on the mike and both need to be activated.
4. Turn controls, on speakers in the meeting ,room toward 0 until the sound is at the correct level.

To shut system down, return to Sanctuary - turn off power strips and hand held mike. Return mike to drawer.

Note: The sound system is currently wired to all speakers in the building, so it will broadcast from all speakers that are not locally turned off. You cannot turn off the speakers in the Sanctuary.

Doorways:

Most doorways in the church have hold open devices. All double doors except the kitchen on the lower level will have electromagnetic hold opens connected to the fire system. The kitchen double doors will hold open if pushed to their travel limit.

Tables & Chairs: Note – Do not use old chairs in cart against wall.

White light weight 8ft tables are stored on a cart (heavy to roll) under the lower module stairs.

White light weight folding chairs are on three carts around the church – two are currently stored in the drop area near the storage room, the other is in the fellowship closet on the upper level.

Note: Chairs are stacked with the bottom of the seat up, and offset on the dolly so that the first chair will lay flat, not on the bowed seat back. Leave the first chair on the dolly as a model.

Kitchen Use:

3 Stainless steel carts – are available for use as serving tables or to move supplies –
2 large carts and one small clean up cart with plastic tubs and a trash bag holder.

Stove –

You **MUST use the hood exhaust fan** (switch is on the left front of the hood) if you use the stove. Otherwise we risk releasing the chemical fire extinguisher, which will dump on the stove, due to the 360 degree fusible link in the hood.

Garbage Disposal - DO NOT DUMP FOOD in the DISPOSAL –

it is linked to the grease trap and will clog. Scrape all dishes into a garbage can, and then rinse the residue at the rinse station. Turn on the disposal with the button under the station. Water is automatically added to the disposal when running.

Dishwasher –

Startup – Do this process at least 20 minutes before you need to begin washing.

1. Turn on the dishwasher breaker in the panel box (large one 4th down on left)
2. Remove the stacked dishwasher of trays to the right for loading
3. Close the lid
4. **NOTE** - Do not add any soap – soap & rinse is added automatically
5. Push the start button (first button to left on top line)
6. Push the cycle length button (first button to left on second line- one minute cycle)
7. Let the system run and fill until a degree reading of over 140 degrees shows on the LED (15 min)

Operation –

8. Open the hood (there will be steam) and the system is ready to load – opening and closing starts an automatic cycle – **NOTE** do not add any soap.
9. Fill the brown flat trays with flatware or cups, use the slotted trays for plates, bowls, pans and glassware – no need to rinse glassware
10. Start with a tray of dirty dishes on the right of the machine
11. Slide the trays into the unit and close the door – will take one minute to run, will indicate “cle”
12. Raise lid – (there will be steam) slide clean tray out to the left and slide in another dirty tray from the right. Glassware should air-dry quickly and be ready for boxing.

Shutdown –

1. Remove the drain stand pipe – this is the grey cap that you see inside at the left
2. Push the clean cycle button – second button on top line on right
3. Close the door & wait for “end” on LED – (5 min)
4. Open and remove components to rinse off any strained food particles
5. Remove – tray rack, small basket strainer, full length strainer, rectangular strainer (pulls straight up) – please take note of how these parts come out and where they are located
6. Rinse all components and reinstall to their proper location
7. There will be some residual water left in the unit (about 1- 2”)
8. Leave the hood open with empty trays stacked inside
9. Turn off the unit (left button first line)
10. Turn off the breaker
11. Wipe down all stainless surfaces & run the disposal one last time

Glassware – boxes will be filled with clean glasses and must be taken home by members of the committee for the next month’s tasting meeting or by someone who will make that contact.

Room Clean-up –

Return tables and chairs to carts. Return carts to hallway locations.

Note – be sure that chairs are stacked with the bottom of the seat up, and offset on the dolly so that the first chair will lay flat, not on the bowed seat back

Dry mop and sweep floors. Use wet sponge mop if there are spills.

Mops, brooms and vacuum cleaner are in the boiler room, left side of hallway across from Fellowship Hall.

Storage –

There are 3 plastic bins and one rolled plastic tablecloth box. These items are labeled with AWS LOGO and located in the storage room, first door on left past kitchen door, on the top shelf of the blue steel racks

Bin contents are as follows:

- 1 copy of these instructions in a notebook
- 1 roll masking and 1 roll scotch tape
- 1 pr. Scissors
- 6 corkscrews
- Water Carafes
- Wine pouring spouts
- Wicker baskets
- Pencils
- Plastic dump buckets

If any of these items are missing or in short supply, please notify the one of the officers so that the items can be replaced before the next chapter meeting.

Closing -

Return temperature to 58.

Return key to secretary's desk on upper level

Turn off all lights. *Note:* There will be security lights that remain on at the stairway and front front entrance.

Be sure side entrance door to room is locked.

Return all entry doors to locked position using allen wrench. Replace allen wrench on top of the door frame

Leave building before Midnight or deactivate the alarm at that time and reactivate at departure

Trash –

Trash & garbage is to be disposed of at the end of each function.

Trash may be disposed of in the trash bins in the utility shed to the east of the building, which is out the exit door in the Fellowship Hall. The exit door has a hold open position (cam) if pushed past the initial resistance. If you unlock the exit door, you must relock it with a key.

Wine Bottles

We are **not** allowed to put empty wine bottles in the Church garbage. All wine bottles must be taken home by committee members and disposed of in their residential recycling.